

**SOUTHERN REGION CONTRACTING CENTER - WEST
FY07 YEAR-END REQUIREMENT ACCEPTANCE
CUT-OFF DATES**

1. Milestones.

Cut-off Dates

Applicable to both funded and unfunded requirements (UFRs)

a. Supplies/Services - Open Market (See Note 1)

FY07 Dates

Less than \$2,500	See Note 5
Over \$2,500 & less than \$25,000	31 Aug 07
Over \$25,000 & less than \$100,000	03 Aug 07
Over \$100,000 & less then \$500,000	13 Jul 07
Over \$500,000 – Supplies	01 Jun 07
Over \$500,000 – Services	01 May 07

b. Supplies/Services - GSA/VA/BPAs over \$100,000 (See Notes 1 & 2)
Supplies/Services – GSA/VA/BPAs under \$100,000 (See Notes 1 & 2)

13 Jul 07
17 Aug 07

c. Information Technology Supplies/Services (See Notes 3 & 4)

Less than \$2,500	See Note 5
Over \$2,500 & less than \$25,000	31 Aug 07
Over \$25,000 & less than \$100,000	03 Aug 07
Over \$100,000 & less then \$500,000	13 Jul 07
Over \$500,000 – Supplies	01 Jun 07
Over \$500,000 – Services	01 May 07

d. Construction

0-\$2000	See Note 6
\$2000 - \$25,000 – Open Market	31 Aug 07
\$25,000 - \$100,000 – Open Market	03 Aug 07
\$100,000 & Above – Open Market	01 May 07
Over \$3,000,000 8(a)	01 May 07

IDIQ DOs/Task Orders \$2000-\$100,000	31 Aug 07
IDIQ DOs/Task Orders \$100,000 & Above	31 Aug 07

e. Contract Renewals (Rentals & Services) 15 Jun 07

2. All requirements must be received in the Southern Region Contracting Center – West (SRCC-W) with accurate Performance Based Work Statements for services, all specifications for supplies and equipment, proper coordination and approvals, proper certifications, and certified fund availability on purchase requests.

3. If suspense dates in paragraph 1a - 1d cannot be met, the requirement (supply or service) must be listed on FSH Form 769, Transmittal of Financial Documents, and hand-carried to the Property Management Branch (PMB) and/or SRCC-W to determine if supply/contracting action can be accomplished as early as possible and prior to 28 Sep 07.

NOTE 1: In light of the Secretary of the Army's policy and MACOM implementing policies/procedures, the SRCC-W will process ALL purchase requests for services received up to the point of award, but will not award a contract requirement, issue a task order, or modify/continue an existing contract until documentation is provided to the Contracting Officer in accordance with the respective MACOM implementing policy for the Secretary of the Army Policy. Although SRCC-W is processing ALL purchase requests received on or before the established cutoff dates, failure to obtain the necessary approval through the respective MACOM may result in a delay of services being procured or extended. (Reference: Secretary of the Army Policy, Subject: Army Policy for Civilian Hiring and Initiation/Continuation of Contracts for Personnel Services, dated 23 Feb 2006).

NOTE 2: All requirements submitted to SRCC-W that identify a Non-DoD contract as the procurement vehicle must be accompanied by a written certification, properly coordinated, and certified at the appropriate level in accordance with Army Policy Memorandum dated 12 Jul 2005; Subject: "Proper Use of Non-DoD Contracts." Requirements that specify a Non-DoD contract or task order will not be processed until the written certification is obtained. ***This includes GSA, VA, BPAs, and any other Non-DoD contract vehicles.***

NOTE 3: The Army Small Computer Program (ASCP) is the Army's Commercial Center of Excellence and mandatory source for Information Technology (IT) products and services in accordance with Army Regulation 25-1, Section 6-2a. The ASCP website is <https://ascp.monmouth.army.mil>.

NOTE 4: IT requirements (such as desktop and notebook computers) must be purchased during the ASCP Consolidated Buy (CB) periods, in accordance with the CIO/G6 Policy Memo dated 13 Feb 2006. Funded requests shall be submitted to SRCC-W within the first two weeks of the CB period. Any requests for CB items, outside of the CB period, must be accompanied by a CB Exception. The CB Exception Process can be found at https://ascp.monmouth.army.mil/scp/cb/cb_exception_process.jsp. CB requirements that are not submitted to SRCC-W within the first two weeks of the CB period will be handled on a case-by-case basis.

NOTE 5: All buys less than the micro-purchase threshold of \$2,500 (services) and \$3,000 (supply) must be purchased with the GPC or with convenience checks. If the vendor does not accept GPC or convenience checks and there is absolutely no other vendor available for the item, forward the PR to SRCC-W with documentation supporting the reason for not using the GPC or convenience checks. However, SRCC-W will not accept overflow requirements via PR&C created by any customer activities due to the self-imposed CARE cut-off date of 18 Sep 07. The GPC credit cards are made available by SRCC-W for purchases to fulfill customers' needs through and including 30 Sep 07.

NOTE 6: All Construction buys less than \$2,000 must be purchased with the GPC or with the Convenience Checks. If the vendor does not accept GPC or Convenience Checks and there is absolutely no other vendor available for the item, forward the PR to SRCC-W with documentation supporting the reason for not using the GPC or Convenience Checks. However, SRCC-W will not accept overflow requirements via PR&C created by any customer activities due to the self-imposed CARE cut-off date of 18 Sep 07. The GPC credit cards are made available by SRCC-W for purchases to fulfill customers' needs through and including 30 Sep 07.

- SRCC-W will have one Procurement Desktop Defense System (PD2) terminal in place for customer use in researching PR status or a user can access status of their actions through PRWeb.

- **Important information to remember regarding PR&Cs:**

- Requirements for both supply and service must be submitted on separate PR&Cs (i.e., supply and installation).

- Buys for the purchase and installation of system furniture, carpeting, or construction projects shall be submitted to Directorate of Public Works (DPW) for proprietary approval on a DA Form 4283, Facilities Engineering Work Request. All PR&Cs for these types of buys shall include a valid Performance Work Statement (PWS) or Statement of Work (SOW) and all applicable drawings.

- All suggested vendors shall be registered in the Central Contractor Registration (CCR). SRCC-W is prohibited from contracting with vendors that are not registered. This is particularly important in sole-source acquisitions. Initial requiring activity contact with vendors should include questioning whether they are registered. If vendor is not registered, an alternate source must be identified. Website: <http://www.ccr.gov>.

- Sole-source justifications/statements must be submitted with the PR&C for all sole-source situations, regardless of dollar value. A sole-source buy is one that can be satisfied by only one vendor because of proprietary reasons or because of urgency. Please note that poor planning does not equate to an emergency. This is not the same as a brand name or equal requirement.

- Brand Name or equal requirements must be accompanied by a justification to reflect why only the specified brand will suffice to fill Government needs. A justification must accompany the PR&C when submitted that explains why only a particular brand will suffice.

- A current Government estimate must be provided with the PR&C. Current is defined as not older than 30 days. An accurate and complete PWS, SOW, or description of the service must accompany services needed. This must stipulate the exact nature of the work to include duties, minimum qualifications, hours, and other particulars of the requirement.

- Buys for furniture, shelving, and other items listed in the Federal Prison Industries/UNICOR schedule, must be coordinated through SRCC-W. Market research shall be

conducted to determine whether the UNICOR product is comparable to products available from the private sector that best meets the government's needs in terms of price, quality and time delivery, and a clearance from UNICOR is no longer required. A schedule of products and services applicable to UNICOR can be found at http://www.unicor.gov/prodservices/prod_dir_schedule/.

- Designated POCs and alternate POCs for all PR&Cs must be knowledgeable on the requirement and be reasonably available from 15-30 Sep 07 (16 days).
- All purchases requiring utilization of motels, hotels or other places of public accommodation require the suggested source to be in compliance with the Hotel and Motel Fire Safety Act of 2001. The master list can be found at <http://www.usfa.dhs.gov>.

If you have questions, please contact the following:

Peggy Corcoran, Chief, Customer Support/Business Systems Division, 210-221-4122

Sharon K. Greene, Chief, Installation Division, 210-221-5366

Joe Peck, Chief, Mission Division, 210-221-4807

William H. Young, Chief, General Support Division, 210-221-4821